

1 OCT 1974

MEMORANDUM FOR: Chief, Supply Division, OL

SUBJECT : Request for Assistance in Identification of  
FY 1974 Issuance of Paper Stocks

1. To ensure compliance with the attached FY 1975 Directorate-level management objective to reduce paper consumption by at least five percent during this fiscal year, the Agency must first identify the amount of paper it consumed during FY 1974. This Staff is responsible for accomplishing this identification task during the month of October 1974. We must compile statistical data on usage by major categories of paper products through issues from Supply Division stocks, acquisition directly from GSA by Logistics Services Division for distribution through Agency supply rooms, and consumption by Printing Services Division. I am assigning representatives of my Staff to accumulate paper usage through these sources and to combine all paper-consumption data in meaningful order.

2. Much of the data on paper consumption are available through Supply Division, and I propose that the Planning Officers assigned this task approach it in the following manner. We have compiled a listing of stock numbers and descriptions of major categories of paper products from a spring 1974 stock status run. I now request that my representatives be given access to the demand-and-issues run in order that total issues for these paper products during FY 1974 can be determined. (It is understood that issue data from this machine run is available back through August 1973. Since July 1973 data are no longer easily accessible, we will project issue data for that month.) I request that the Planning Officers assigned this task be given full cooperation and any assistance that may be needed in identifying issue data or using the demand-and-issues run. Following identification of FY 1974 paper usage by the Agency, we will monitor consumption during FY 1975 on a continuing basis. Therefore, access to the demand-and-issues run will be necessary periodically.

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3. In addition to this particular project, it is also recognized that the Plans and Programs Staff has a continuing need for access to various types of supply-management data. We therefore request that Supply Management Branch employees be advised of this need and be directed to provide such data to this Staff upon request. We thank you for your Division's cooperation in this endeavor. Working together, we are certain that all Office of Logistics elements responsible for the direct purchase or issue of paper stocks will make a substantive contribution to the Agency's efforts at paper conservation.

  
Chief, Plans and Programs Staff, OL

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